

Ability to understand and follow verbal instructions, work orders, and product application directions, such as cleaning solutions.

Ability to apply knowledge of people and locations, and memorize and retain instructions.

Ability to operate various hand and/or power tools in performance of duties, including, but not limited to, broom and mop.

Ability to physically perform the essential duties of the position, including exerting sustained physical effort, bending, stooping, crouching, stretching, handling objects, prolonged standing/walking, lifting/carrying objects weighing less than 50 pounds.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Ability to comply with all employer and Department policies and work rules, including, but not limited to attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate with co-workers, other County personnel, and public including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work alone with minimum supervision.

II. RESPONSIBILITY:

Incumbent performs simple, repetitive tasks with work priorities primarily determined by supervisor. Incumbent receives indirect or occasional supervision with minimum care and skill required to prevent damage to tools and equipment.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County personnel, and public for the purpose of exchanging information.

Incumbent reports directly to Maintenance Supervisor.

IV. PHYSICAL EFFORT:

Incumbent's duties involve lifting/carrying items weighing less than 50 pounds, sustained physical effort, bending, stooping, crouching, stretching, prolonged standing/walking, and handling objects.

V. WORK ENVIRONMENT:

Incumbent performs duties in an office building, with exposure to potentially hazardous cleaning materials. Safety precautions must be followed at all times to avoid injury to self and others.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Jail Custodian for the Maintenance Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee signature

Date

Print/Type name